

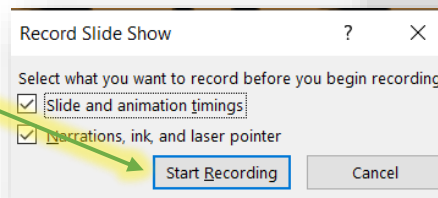
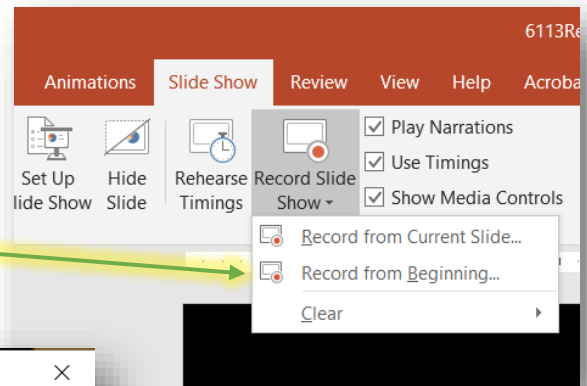
Online Course Delivery Assistance

Saving Narrated PowerPoints as Videos

If your PowerPoint presentations are already developed, you can narrate over them (directly within PowerPoint), save them as MP4 video files, upload to your @lab YouTube channel, and embed within Blackboard. Please be sure to **embed, rather than upload**, media (videos, in particular) within Blackboard.

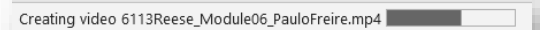
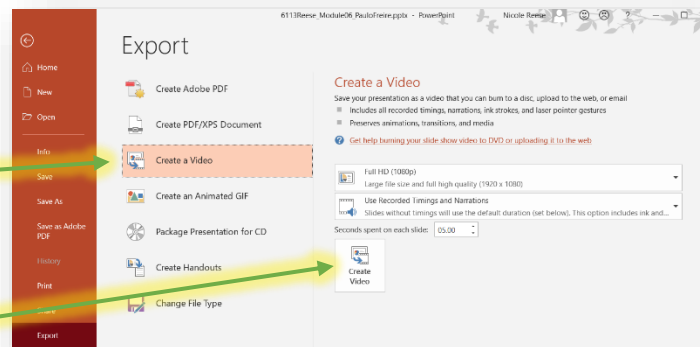
Recording PowerPoint Narration

1. Open the completed PowerPoint presentation
2. Select the "Slide Show" tab
3. Click down on the "Record Slide Show" button
4. Select "Record from Beginning"
5. Make sure both boxes are checked
6. Click "Start Recording"
7. Record your narration as you manually advance through the presentation slides
 - o A sound icon will appear on the slides once you are finished (you can drag this off of the slide if you do not want it to be visible during the presentation)



Exporting as MP4 Video

1. Select File > Export
2. Click "Create a Video"
3. Default settings should work
 - o Full HD
 - o Use recorded timings and narrations
4. Click "Create Video"
5. Provide a name and a location where the video should be saved
6. Wait for the progress bar at the bottom of the screen to finish
7. Close the PowerPoint program



Additional Instructional Guides

[Uploading an MP4 Video to Your @lab YouTube Account](#)

[Embedding an Unlisted YouTube Video within Blackboard](#)